



**Embassy of the United States of America
Bern, Switzerland**

Staff Notice 57-15
October 14, 2015



JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: Bodyguard/Driver FSN-05

OPENING DATE: Wednesday, October 14, 2015

CLOSING DATE: Wednesday, November 4, 2015

STARTING DATE: Upon agreement

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: Ordinarily Resident, LES: LCP-05 (full performance level; entry grade depending on qualifications and experience) EFM: FP-09 (subject to confirmation by Washington)

THERE ARE TWO POSITIONS AVAILABLE WITH THIS VACANCY ANNOUNCEMENT

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. IN ADDITION A STATEMENT FROM THE DEBT COLLECTION OFFICE AND AN EXCEMPT OF THE CRIMINAL RECORD NEED TO BE SUBMITTED WITH THE APPLICATION.

The U.S. Embassy in Bern, Switzerland is seeking two individuals for the positions of Bodyguard/Driver.

BASIC FUNCTION OF POSITION

The incumbent performs protective security functions to Department of State protective security standards. Ensures the safety of the U.S. Ambassador to Switzerland and Liechtenstein or, as directed by the Regional Security Officer, the Chargé in the absence of the Ambassador. This includes advance planning, liaison with local police or corporate representatives, accompanying and performing bodyguard functions for the Ambassador/Chargé, and driving a Fully Armored Vehicle as a driver for the Ambassador. The incumbent reports to the Ambassador's Security Coordinator and to the Regional Security Officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: BernHRJobs@state.gov

This position will require regular weekend and overtime work and may require an irregular workweek schedule to cover duty requirements on Saturdays and Sundays.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary school required.

Language proficiency: German, English Level III, good working knowledge.

Prior Work experience: Two years of previous police, military, armored vehicle operation, or security work is required.

Skills and Abilities: Incumbent must have demonstrated skills in using good judgment in challenging circumstances. Must have a valid local driver license. Must be able to work effectively and interact with members of the

Swiss government, the corporate world, members of the public, and local and federal level police. Rudimentary self-defense skills. Ability required to work both scheduled and, occasionally unscheduled weekend's.

Post-entry Training: Incumbent will be required to travel to the US for training on armored vehicle operation, defensive driving, and anti-terrorism courses. Additional training as needed in protective and defensive tactics. Periodic training regarding all aspects of the position requirements.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in his/her application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Applicants interested in this position must submit the following in order for their application to be considered:

1. A current resume or curriculum vitae and a letter of motivation.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. A statement from the debt collection office and an exempt from the criminal record.
3. A copy of his/her Form DD-214 if the candidates will claim the U.S. Veterans preference.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Sulgeneckstrasse 19
3007 Bern
e-mail: BernHRJobs@state.gov

Incomplete applications will not be considered. If you do not hear from us within 3 weeks after the closing date you can assume that your application was not successful.

DEFINITIONS

1. **Eligible Family Member (EFM):** Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority and who do not meet the definition of AEFM below.

2. **Appointment-Eligible Family Member (AEFM):** An EFM (see above) eligible for a Family Member Appointment (FMA) for purposes of Mission employment:
- Is a U.S. Citizen;
 - Is a spouse, same-sex domestic partner, or child of the sponsoring employee if unmarried and at least 18 years old;
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an agency that is under COM authority, and who is under Chief of Mission authority; and
 - Is residing at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and,
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

3. **Not Ordinarily Resident (NOR)** - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: Wednesday, November 4, 2015

The U.S. Embassy in Bern provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: G. Bieri

Approved: J. Watson

Distribution: All Candidates